

# HOW TO SET UP YOUR OWN CLASS BLOG

Loretta and Sarah

- Go to Google.

- Go to the address bar:(Type in <http://globalteacher.org.au>)
- Look down the left hand side column (widgets) stop at Admin Click on create a teacher Blog.
- Type in user name: eg Missphelan
- Enter your email address eg [lphehan@sptongala.catholic.edu.au](mailto:lphehan@sptongala.catholic.edu.au) (your password will be sent to your email address.Check email is correct type in password no.s.
- Click next.You will be at Global teacher Blog domain.Type a title into -Blog Title

- Click 'No' to Privacy section and then click-'Sign -up'
- Go to email, sign in you will see an email from globalteacher.org. Open it.
- There will be a link to activate this so click on that link.
- Highlight your password and copy it (apple c) Close out and go back to email and click on second link to visit your site.
- This is your plain Blog.
- To change your password go to Meta widget on right hand side. Click on Log in

- Type in user name and paste your password (apple v) Click- log in
- This is your dashboard. This is where you drive your blog
- Change your password. Go to users in top right hand section.
- Click on 'your profile' Scroll down to very bottom and type in new password twice. Click update profile
-



- How to design your blog
- Whilst in dashboard go to design.
- Choose a theme click on template you like If you like this design click 'Activate in top right hand corner' Or keep selecting.

- How to add widgets which are objects on the computer screen that a user interacts with.
- Click on widgets tab. Left hand side has list of all available widgets for use. Lets add a text widget to describe our blog to the world.

- Scroll to Text widget and click 'add'. It will appear in right hand side of screen. To edit it Click 'edit'. Type in what your blog is about. Click 'save changes'
- To see what your site looks like click 'visit site'

- How to create student Blogs
- Log in / or click site admin
- Click 'users'
- Then click 'Blog and user creator'
- Type in Blog name eg morganspt
- Then type in that students email eg  
mwatson@sptongala



- Then type in that students email eg [mwatson@sptongala.catholic.edu.au](mailto:mwatson@sptongala.catholic.edu.au)
- You can do 15 at once then click create.
- Your children will then need to go through all the steps you went through to create their own blog page.

- How to post on the blog.
- Log in / or site admin
- Click on write a new post.
- Type in a title in title space
- Go to 'post' section and write some description to match your title. Click 'save' on right hand side.

- Add media eg: a photo
- Click on add media and move across small icons to select either photo or video etc
- Click 'choose files to upload' Click 'Browse'
- Select a file then an image and click 'upload'

- Once uploaded click 'insert into post' to insert media
- Then click 'Publish'
- Click 'view post'



## HOW TO LINK YOUR BLOG PAGE TO ANOTHER

- Whilst on admin dashboard click 'Manage', then 'links', then 'add new'.
- Type in name you wish to appear on blog roll.
- Then type in the url -web address then click save.